

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**

Adopted this Resolution on December 14, 2004, by the following vote:

**AYES:** SUPERVISORS GIOIA, UILKEMA, GREENBERG, DESAULNIER

**NOES:** none

**ABSENT:** SUPERVISOR GLOVER

**ABSTAIN:** none

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**RESOLUTION NO.** 2004/656

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**SUBJECT: IN THE MATTER OF ADOPTING A POLICY FOR THE USE OF EXHIBIT CASES AND THE DISPLAY AND DISTRIBUTION OF NON-LIBRARY MATERIALS POLICY**

Upon recommendation of the County Librarian, this Board adopts the following policy and rescinds all previously adopted policies and rules and regulations (including Resolution No. 93/526 in its entirety) for the Use of Exhibit Cases and the Distribution of Non-Library Materials in libraries:

**Contra Costa County Library**  
**POLICY FOR THE USE OF EXHIBIT CASES AND THE**  
**DISPLAY AND DISTRIBUTION OF NON-LIBRARY MATERIALS POLICY**

It is the policy of the Contra Costa County Library to encourage the use of library exhibit cases and the display and distribution of non-library materials for cultural, educational, or civic purposes. Space is available for use by community groups and individuals. Such exhibits, displays, and materials are not intended to express the views of Contra Costa County or of the Library or its staff. They represent the views of the group or individual preparing the exhibit or providing the display and distribution.

**RELIGIOUS USE**

~~Such exhibits and displays and distributions shall not be used for religious services.~~

**COMMERCIAL USE**

Such exhibits and displays and distributions shall not be used for commercial purposes.

**POLITICAL USE**

No exhibit or display or distribution shall advocate or support any political party or candidate for public office.

**APPLICATION FOR USE**

All groups or individuals requesting the use of a library exhibit case must fully complete the Application and Permit for Use of Exhibit Case prior to the exhibit. All groups or individuals requesting to post, display, or distribute materials must obtain prior authorization.

**RULES FOR USE**

The County Librarian shall promulgate rules for the implementation of this policy. Such rules may contain branch specific rules. The County Librarian may deny any application or revoke any permission previously granted when such application or permission is for a use not permitted by this policy, when the application has violated the rules promulgated by the County Librarian, or when the exhibit case or display area is needed for library purposes.

cc: County Librarian  
County Administrator  
County Counsel

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 14, 2004  
JOHN SWEETEN, Clerk of the Board  
of Supervisors and County Administrator

By James M. Miller Deputy

**CONTRA COSTA COUNTY LIBRARY  
RULES FOR THE DISPLAY AND DISTRIBUTION  
OF NON-LIBRARY MATERIALS**

- I. Posters, flyers, brochures, newspapers, newsletters, and other informational materials for non-library events and activities may be displayed or posted in Contra Costa County libraries if they meet the following criteria:
  - A. Authorization has been obtained to display or distribute the material. All material left outside the library, or left without prior authorization, will be thrown away.
  - B. Available space exists in the library for the material.
  - C. The material includes no instruction on how to vote, either for a candidate or a political party. (Announcements of political meetings are permissible.)
- II. Priority for the use of library display and distribution areas shall be given to materials for library sponsored programs and activities and Friends of the Library sponsored programs and activities.
- III. Use of library display and distribution areas shall not conflict with normal library operations or with library sponsored or library related activities.
- IV. Library display and distribution area usage shall be scheduled on a first-come, first-served basis.
- V. The Library is not responsible for the return of materials left for display or distribution.
- VI. Additional rules for the display and distribution of non-library materials in each community library may be promulgated. Such local rules shall be determined on a rational basis specific to community library needs and conditions.

**CONTRA COSTA COUNTY LIBRARY  
RULES FOR THE USE OF EXHIBIT CASES**

**I. Exceptions to these Rules**

**Exhibits at the Hercules Public Library** are governed by the Hercules Public Library Exhibit Policy developed by the Hercules Library Commission and adopted by the Hercules City Council on March 27, 2007

**II. Exhibits must:**

- A. Be of cultural, educational, or civic interest.
- B. Not advocate or support any political party or candidate for public office.
- C. Not be used for commercial purposes.

**III. Priority for the use of exhibit cases shall be given to library sponsored programs and activities and Friends of the Library sponsored programs and activities.**

**IV. The use of exhibit cases shall not conflict with normal library operations or with library sponsored or library related activities.**

**V. The use of exhibit cases shall be scheduled on a first-come, first-served basis.**

**VI. The County Librarian may promulgate additional rules for the use of exhibit cases in each community library. Such local rules shall be based on specific community library needs and conditions.**

**VII. An exhibit will not be allowed if it requires space in excess of that designated as exhibit space in each library.**

**VIII. An exhibit shall include information identifying the exhibit sponsor. Upon request the name, address, and telephone number of the contact person for the exhibit will be available to persons so requesting.**

**IX. Exhibits must include the following disclaimer: (Disclaimer sign will be provided by the library.)**

**The exhibit case is available for use by community groups and individuals. The exhibits are not intended to express the views of Contra Costa County or of the library or its staff. They represent the views of the group or individual preparing the exhibit.**

**X. An Application and Permit for Use of Exhibit Case must be filled out by an exhibitor prior to an exhibition. If the library does not have the signed application form at the time the exhibit is to be set up, the exhibit shall not be set up.**

**XI. Any display or distribution of non-library materials relating to the exhibit must be in conformance with the Rules for the Display and Distribution of Non-Library Materials.**

**XII. Individuals setting up exhibits must bring his/her own materials and supplies.**

**XIII. The contact person is responsible for setting up and later removing the exhibit in accordance with the dates and times approved on the Application and Permit For Use of Exhibit Case.**



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>		Antioch Library	
<b>Address:</b>		501 W. 18 <sup>th</sup> Street, Antioch, CA 94509	
<b>Telephone Number:</b>		(925) 757-9224	
<b>DISPLAY/POSTING</b>			
<b>Available Space:</b>			
1. One (1) bulletin boards in lobby			
<b>Maximum Time Before Event Posted:</b>		Two (2) months	
<b>Maximum length of time information posted:</b>			
Until date of event has passed; or, if undated material, one month			
<b>Maximum Size:</b>		Poster Size, 16" X 20"	
<b>DISTRIBUTION</b>			
<b>Available Space:</b>		Small display unit and small shelf	
<b>Maximum Size:</b>		None	
<b>Maximum Number:</b>		None	
<b>Maximum Length of Time Kept:</b>			
Until date of event has passed or, if undated material, one month			
<b>Folder of Community Newsletters:</b>		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
<b>DISPLAY AREA AVAILABLE</b>			
1. Lobby Case, 9' 7" Long X 6' High X 2' ¾" Deep		<b>LOCK</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Advance Booking Time:</b>			
Up to one year			
<b>Maximum Length of Time for Exhibit:</b>		One month	



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	Bay Point Library
<b>Address:</b>	205 Pacifica Avenue, Bay Point, CA 94565
<b>Telephone Number:</b>	(925) 458-9597
<b>DISPLAY/POSTING</b>	
<b>Available Space:</b>	No Area Available
<b>Maximum Time Before Event Posted:</b>	
<b>Maximum length of time information posted:</b>	
<b>Maximum Size:</b>	
<b>DISTRIBUTION</b>	
<b>Available Space:</b>	No Area Available
<b>Maximum Size:</b>	
<b>Maximum Number:</b>	
<b>Maximum Length of Time Kept:</b>	
<b>Folder of Community Newsletters:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>DISPLAY AREA AVAILABLE</b>	
1. Lobby case	<b>LOCK</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Table top glass display case	<b>LOCK</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Advance Booking Time:</b>	
<b>Maximum Length of Time for Exhibit:</b>	



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	Brentwood Library
<b>Address:</b>	104 Oak Street, Brentwood, CA 94513
<b>Telephone Number:</b>	(925) 516 - 5290
<b>DISPLAY/POSTING</b>	
<b>Available Space:</b>	
1. Wall Space in Adult Area, Bulletin Board 4'H x 7'L	
2. Wall Space in Children's Area, One Bulletin Boards, 12'2"L x 4'H	
<b>Maximum Time Before Event Posted:</b>	One (1) month
<b>Maximum length of time information posted:</b>	
Until date of event has passed; or, if undated material, one month	
<b>Maximum Size:</b>	None
<b>DISTRIBUTION</b>	
<b>Available Space:</b>	
<b>Maximum Size:</b>	
<b>Maximum Number:</b>	None
<b>Maximum Length of Time Kept:</b>	One month
<b>Folder of Community Newsletters:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>DISPLAY AREA AVAILABLE</b>	



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	Clayton Library
<b>Address:</b>	6125 Clayton Road, Clayton, CA 94517-1241
<b>Telephone Number:</b>	(925) 673-0659
<b>DISPLAY/POSTING</b>	
<b>Available Space:</b>	
1. One bulletin board 6' x 4'	
<b>Maximum Time Before Event Posted:</b>	None
<b>Maximum length of time information posted:</b>	
Two months undated or until date of event has passed (not responsible for returning items)	
<b>Maximum Size:</b>	8 ½" x 14"
<b>DISTRIBUTION</b>	
<b>Available Space:</b>	Shelving in Browsing Area
<b>Maximum Size:</b>	None
<b>Maximum Number:</b>	50 of any one item
<b>Maximum Length of Time Kept:</b>	Indefinite or until date of event has passed (Not responsible for return items)
<b>Folder of Community Newsletters:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>DISPLAY AREA AVAILABLE</b>	
1. Wall case inside library has three adjustable glass shelves and wood floor. 45" x 18: The case is approximately 55" tall. It is locked and has interior overhead lighting.	
<b>LOCK</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Advance Booking Time:</b>	
Each exhibitor may now display only once in every 12-month period, and booking time is still up to one year ahead.	
<b>Maximum Length of Time for Exhibit:</b>	One month



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	Concord Library		
<b>Address:</b>	2900 Salvio Street, Concord, CA 94519		
<b>Telephone Number:</b>	(925) 646-5455		
<b>DISPLAY/POSTING</b>			
<b>Available Space:</b>			
1. Double-sided free-standing bulletin board, 6' x 4'			
2. Wall board, 3'9" x 2'11"			
3. Young Adult Area, wall board, 12' x 2'			
4. Children's area, wall board, 5' 10" x 2' 10"			
<b>Maximum Time Before Event Posted:</b>	Two (2) months		
<b>Maximum length of time information posted:</b>	Until date of event has passed; or, if undated material, two months		
<b>Maximum Size:</b>	8 1/2" x 14"		
<b>DISTRIBUTION</b>			
<b>Available Space:</b>			
1. Handout display rack (adult)			
2. Young Adult Area, one (1) table			
3. Children's Room, One (1) desk			
<b>Maximum Size:</b>	13 1/2" x 10 1/2"		
<b>Maximum Number:</b>	Limited by space available		
<b>Maximum Length of Time Kept:</b>	Until date of event has passed (two months) Undated material: One (1) month		
<b>Folder of Community Newsletters:</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
<b>DISPLAY AREA AVAILABLE</b>			
1. Vestibule wall case, 11 1/2' Long x 3'H x 1'Deep	<b>LOCK</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2. Wall case inside library, 10' Long x 3' 8"H x 1 1/2'Deep	<b>LOCK</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Advance Booking Time:</b>	Six months in advance. No one group may book space in cases more frequently than once every 12 months.		
<b>Maximum Length of Time for Exhibit:</b>	One month		





## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	Crockett Library
<b>Address:</b>	991 Loring Avenue, Crockett, CA 94524
<b>Telephone Number:</b>	(510) 787-2345
<b>DISPLAY/POSTING</b>	<b>No Space Available</b>
<b>Available Space:</b>	
<b>Maximum Time Before Event Posted:</b>	
<b>Maximum length of time information posted:</b>	
<b>Maximum Size:</b>	
<b>DISTRIBUTION</b>	<b>No Area Available</b>
<b>Available Space:</b>	
<b>Maximum Size:</b>	
<b>Maximum Number:</b>	
<b>Maximum Length of Time Kept:</b>	
<b>Folder of Community Newsletters:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>DISPLAY AREA AVAILABLE</b>	<b>No Area Available</b>
<b>Advance Booking Time:</b>	
<b>Maximum Length of Time for Exhibit:</b>	



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	Danville Library
<b>Address:</b>	400 Front Street, Danville, CA 94526
<b>Telephone Number:</b>	(925) 837-4889
<b>DISPLAY/POSTING</b>	
<b>Available Space:</b>	
1. One bulletin board, 28" Long x 4' High	
<b>Maximum Time Before Event Posted:</b>	One (1) month
<b>Maximum length of time information posted:</b>	One (1) month
<b>Maximum Size:</b>	22" High x 17" Wide
<b>DISTRIBUTION</b>	
<b>Available Space:</b>	
1. Counter 10' x 18" and shelving with three (3) shelves that are 12' Long x 18" Wide	
<b>Maximum Size:</b>	13" x 11"
<b>Maximum Number:</b>	75
<b>Maximum Length of Time Kept:</b>	One (1) month
<b>Folder of Community Newsletters:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>DISPLAY AREA AVAILABLE</b>	
None	
<b>Advance Booking Time:</b>	
<b>Maximum Length of Time for Exhibit:</b>	

**RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS**

<b>Name of Library:</b>	Dougherty Station Library
<b>Address:</b>	17017 Bollinger Canyon Road, San Ramon, CA 94582
<b>Telephone Number:</b>	(925) 973-3380
<b>DISPLAY/POSTING</b>	
<b>Available Space:</b>	Two (2) Bulletin Boards, each 4'W x 3'H
<b>Maximum Time Before Event Posted:</b>	Six (6) weeks
<b>Maximum length of time information posted:</b>	Until time of event has passed Undated material – as interest warrants
<b>Maximum Size:</b>	11" x 18"
<b>DISTRIBUTION</b>	
<b>Available Space:</b>	1. Counter space; 9' x 1' 2. County space 9' x 14"; 12 dividers; 6 cabinets for additional storage.
<b>Maximum Size:</b>	8 ½" x 11" unless prior approval received
<b>Maximum Number:</b>	Determined by community interest
<b>Maximum Length of Time Kept:</b>	Until event date has passed Undated material – as appropriate
<b>Folder of Community Newsletters:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>DISPLAY AREA AVAILABLE</b>	<b>None</b>
<b>LOCK</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Advance Booking Time:</b>	
<b>Maximum Length of Time for Exhibit:</b>	



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	El Cerrito Library
<b>Address:</b>	6510 Stockton Avenue, El Cerrito, CA 94530
<b>Telephone Number:</b>	(510) 526-7512
<b>DISPLAY/POSTING</b>	
<b>Available Space:</b>	
1. Three (3) bulletin boards, 46" Wide x 7' 5"H	
<b>Maximum Time Before Event Posted:</b>	One (1) month
<b>Maximum length of time information posted:</b>	Until date of event has passed; undated material as interest warrants
<b>Maximum Size:</b>	8 ½ " x 11"
<b>DISTRIBUTION</b>	
<b>Available Space:</b>	Twelve (12) 8 ½ " x 11" acrylic slots
<b>Maximum Size:</b>	8 ½" x 11"
<b>Maximum Number:</b>	50
<b>Maximum Length of Time Kept:</b>	Until date of event has passed
<b>Folder of Community Newsletters:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>DISPLAY AREA AVAILABLE:</b>	None
<b>Advance Booking Time:</b>	
<b>Maximum Length of Time for Exhibit:</b>	



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	El Sobrante Library
<b>Address:</b>	4191 Appian Way, El Sobrante, CA 94803
<b>Telephone Number:</b>	(510) 374-3991
<b>DISPLAY/POSTING</b>	
<b>Available Space:</b>	Limited Bulletin Board space for posting.
<b>Maximum Time Before Event Posted:</b>	See Library Manager
<b>Maximum length of time information posted:</b>	Until date of event has passed Undated material: three (3) months
<b>Maximum Size:</b>	8 ½" x 11"
<b>DISTRIBUTION</b>	
<b>Available Space:</b>	Two Community tables
<b>Maximum Size:</b>	11" x 14"
<b>Maximum Number:</b>	Depends on item.
<b>Maximum Length of Time Kept:</b>	Until date of event has passed Undated material: three (3) months
<b>Folder of Community Newsletters:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>DISPLAY AREA AVAILABLE</b>	
<b>Atop one row and 1/3 of shelves in Adult Section.</b>	<b>LOCK</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Advance Booking Time:</b>	See Library Manager
<b>Maximum Length of Time for Exhibit:</b>	One (1) month, including set-up and breakdown days.



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	Hercules Library
<b>Address:</b>	109 Civic Drive, Hercules, CA 94547
<b>Telephone Number:</b>	(510) 245-2420
<b>DISPLAY/POSTING</b>	
<b>Available Space:</b>	Community Bulletin Board adjacent to Main Lobby, 48" x 60".
<b>Maximum Time Before Event Posted:</b>	Two (2) months
<b>Maximum length of time information posted:</b>	One (1) month
<b>Maximum Size:</b>	16" x 20"
<b>DISTRIBUTION</b>	
<b>Available Space:</b>	Counter top located below the Community Bulletin Board, 10 ½" x 72"
<b>Maximum Size:</b>	11" x 14"
<b>Maximum Number:</b>	Depends on popularity of item
<b>Maximum Length of Time Kept:</b>	One (1) month
<b>Folder of Community Newsletters:</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>EXHIBIT AREAS AVAILABLE</b>	
Exhibits at the Hercules Public Library are governed by the Hercules Public Library Exhibit Policy adopted and developed by the Hercules Library Commission and adopted by the Hercules City Council on March 27, 2007	



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	Kensington Library
<b>Address:</b>	61 Arlington Avenue, Kensington, CA 94707
<b>Telephone Number:</b>	(510) 524-3043
<b>DISPLAY/POSTING</b>	
<b>Available Space:</b>	No Space Available for Displays Limited Space for Posting
<b>Maximum Time Before Event Posted:</b>	
<b>Maximum length of time information posted:</b>	Until expired or two (2) months
<b>Maximum Size:</b>	8 ½" x 11"
<b>DISTRIBUTION</b>	
<b>Available Space:</b>	
1. Ten (10) + shelves	
<b>Maximum Size:</b>	None
<b>Maximum Number:</b>	Depends on popularity of item
<b>Maximum Length of Time Kept:</b>	Depends on popularity of item
<b>Folder of Community Newsletters:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>DISPLAY AREA AVAILABLE</b>	
1. Gallery wall, 6' x 20' for locally organized are displays ONLY <b>LOCK</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Advance Booking Time:</b>	Up to one (1) year
<b>Maximum Length of Time for Exhibit:</b>	Two (2) months



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	Lafayette Library and Learning Center
<b>Address:</b>	3491 Mt. Diablo Blvd, Lafayette, CA 94549
<b>Telephone Number:</b>	(925) 385-2280
<b>DISPLAY/POSTING –</b>	
<b>Available Space:</b>	None
<b>Maximum Time Before Event Posted:</b>	
<b>Maximum length of time information posted:</b>	
<b>Maximum Size:</b>	
<b>DISTRIBUTION</b>	
<b>Available Space:</b>	None
1.	
<b>Maximum Size:</b>	
<b>Maximum Number:</b>	
<b>Maximum Length of Time Kept:</b>	
<b>Folder of Community Newsletters:</b> Yes, located in periodicals section <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
<b>DISPLAY AREA AVAILABLE: No</b>	
1. <b>LOCK</b> Yes <input checked="" type="checkbox"/> No	
2. Bulletin board for art displays: Art Gallery in the Community Hall. <b>Contact:</b> Ann Merideth <b>Email:</b> <a href="mailto:amerideth@ci.lafayette.ca.us">amerideth@ci.lafayette.ca.us</a> , Questions: 925.284.1968	
<b>Art display application can be found through the City of Lafayette at</b> <a href="http://www.ci.lafayette.ca.us/index.asp?Type=B_BASIC&amp;SEC={6CB53804-4F3E-43AE-9F0F-33D73B85A2CC}&amp;DE={368021BE-22C2-4EBC-8D6E-E5E216CA9DE0}">http://www.ci.lafayette.ca.us/index.asp?Type=B_BASIC&amp;SEC={6CB53804-4F3E-43AE-9F0F-33D73B85A2CC}&amp;DE={368021BE-22C2-4EBC-8D6E-E5E216CA9DE0}</a>	
<b>Advance Booking Time:</b>	Up to one (1) year



**RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS**

<b>Name of Library:</b>	Martinez Library
<b>Address:</b>	740 Court Street, Martinez, CA 94553
<b>Telephone Number:</b>	(925) 646-2898
<b>DISPLAY/POSTING</b>	
<b>Available Space:</b>	
1. Six (5) bulletin boards each 6' x 2'	
<b>Maximum Time Before Event Posted:</b>	
None	
<b>Maximum length of time information posted:</b>	
Until date of event has passed	
<b>Maximum Size:</b>	
8 ½" x 11"	
<b>DISTRIBUTION</b>	
<b>Available Space:</b>	
1. Ten shelves in newspaper/periodicals area	
<b>Maximum Size:</b>	
8 ½" x 11"	
<b>Maximum Number:</b>	
None	
<b>Maximum Length of Time Kept:</b>	
Until date of event has passed	
<b>Folder of Community Newsletters:</b>	
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	





## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	Moraga Library
<b>Address:</b>	1500 St. Mary's Road, Moraga, CA 94556
<b>Telephone Number:</b>	(925) 376-6852
<b>DISPLAY/POSTING</b>	
<b>Available Space:</b>	
1. One (1) 44"H x 69"W Lobby Bulletin Board	
2. One (1) Town, County and State Information Bulletin Board, 33"H x 21"W	
<b>Maximum Time Before Event Posted:</b>	One (1) month
<b>Maximum length of time information posted:</b>	One (1) month
<b>Maximum Size:</b>	16" x 20"
<b>DISTRIBUTION</b>	
<b>Available Space:</b>	
1. One (1) wall rack 65"H x 9"W in Lobby	
2. One (1) case 32"H x 47"W x 16 ½"Deep in Lobby	
3. One (1) book case top surface area, 36" x 25" in Juvenile Area	
4. One (1) book case top surface area, 22 ½"W x 11 ¾'L in rear of the Library in the Young Adult/Reference Area	
<b>Maximum Size:</b>	Must fit into areas listed above
<b>Maximum Number:</b>	50
<b>Maximum Length of Time Kept:</b>	Until date of event has passed; Undated material – one (1) month
<b>Folder of Community Newsletters:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>DISPLAY AREA AVAILABLE</b>	
1. Wall area behind Circulation Desk, 51' x 3'	<b>LOCK</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. Display case in Lobby, 89" x 38" x 15"	<b>LOCK</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Bulletin Board in Children's Area, two (2) 4' x 6'	<b>LOCK</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Advance Booking Time:</b>	Up to one (1) year
<b>Maximum Length of Time for Exhibit:</b>	One (1) month



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	Oakley Library
<b>Address:</b>	1050 Neroly Road, Oakley, CA 94561
<b>Telephone Number:</b>	(925) 625-2400
<b>DISPLAY/POSTING</b>	
<b>Available Space:</b>	
1. 2' x 3' bulletin board	
<b>Maximum Time Before Event Posted:</b>	One (1) month
<b>Maximum length of time information posted:</b>	Six (6) weeks
<b>Maximum Size:</b>	8 ½ x 14"
<b>DISTRIBUTION</b>	
<b>Available Space:</b>	One (1) rotary rack
<b>Maximum Size:</b>	8 ½ " x 11"
<b>Maximum Number:</b>	25
<b>Maximum Length of Time Kept:</b>	No limit
<b>Folder of Community Newsletters:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>DISPLAY AREA AVAILABLE – No Display Areas Available at Present</b>	
<b>Advance Booking Time:</b>	
<b>Maximum Length of Time for Exhibit:</b>	



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	Orinda Library		
<b>Address:</b>	26 Orinda Way, Orinda, CA 94563		
<b>Telephone Number:</b>	(925) 254-2184		
<b>DISPLAY/POSTING</b>			
<b>Available Space:</b>	1. Flyers and notices posted on bulletin board and put in community information binder		
<b>Maximum Time Before Event Posted:</b>	None		
Maximum length of time information posted:	Until date of event has passed Undated material: One (1) month		
<b>Maximum Size:</b>	8 ½" x 11"		
<b>DISTRIBUTION</b>			
<b>Available Space:</b>	Display rack, bulletin board		
<b>Maximum Size:</b>	8 ½" x 14"		
<b>Maximum Number:</b>	100		
<b>Maximum Length of Time Kept:</b>	Until date of event has passed Undated material: One (1) month		
<b>Folder of Community Newsletters:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
<b>DISPLAY AREA AVAILABLE</b>			
1. Foyer case, 5' x 3' x 10"	<b>LOCK</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2. 4 ½' x 5' x 22" in Circulation Area	<b>LOCK</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Advance Booking Time:</b>	Up to one (1) year – December to December		
<b>Maximum Length of Time for Exhibit:</b>	Six (6) weeks to two (2) months		



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	Pinole Library		
<b>Address:</b>	2935 Pinole Valley Road, Pinole, CA 94564		
<b>Telephone Number:</b>	(510) 758-2741		
<b>DISPLAY/POSTING</b>			
<b>Available Space:</b>	1. Two bulletin boards, 6' x 4'		
<b>Maximum Time Before Event Posted:</b>	None		
<b>Maximum length of time information posted:</b>	None		
<b>Maximum Size:</b>	None		
<b>DISTRIBUTION</b>			
<b>Available Space:</b>	Two (2) freestanding literature display racks		
<b>Maximum Size:</b>	None		
<b>Maximum Number:</b>	None		
<b>Maximum Length of Time Kept:</b>	None		
<b>Folder of Community Newsletters:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
<b>DISPLAY AREA AVAILABLE</b>			
1. Two (2) wall units, 5' x 4' x 1 ¼' Deep	<b>LOCK</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2. One (1) wall unit, 5' x 4' x 3 ½' Deep	<b>LOCK</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Advance Booking Time:</b>	Three (3) months		
<b>Maximum Length of Time for Exhibit:</b>	Two (2) months		



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	Pittsburg Library
<b>Address:</b>	80 Power Avenue, Pittsburg, CA 94565
<b>Telephone Number:</b>	(925) 427-8390
<b>DISPLAY/POSTING</b>	
<b>Available Space:</b>	
1. Lobby, three (3) each 81" Wide x 52" High	
2. Next to display case; 39: Wide x 45" High	
<b>Maximum Time Before Event Posted:</b>	None
<b>Maximum length of time information posted:</b>	Until time of event has passed Undated material: one (1) year
<b>Maximum Size:</b>	11" x 17"
<b>DISTRIBUTION</b>	
<b>Available Space:</b>	
1. Two trapezoidal shelves	
2. One (1) table, 18 ½" x 48", with revolving top unit	
3. Four-slot wire display unit	
<b>Maximum Size:</b>	12" x 14"
<b>Maximum Number:</b>	50
<b>Maximum Length of Time Kept:</b>	Until date of event has passed or one (1) month Undated material: one (1) month
<b>Folder of Community Newsletters:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>DISPLAY AREA AVAILABLE</b>	
1. Wall unit with two (2) shelves; 46 ½" High x 52 ½" x 9: Deep LOCK <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Advance Booking Time:</b>	Up to one (1) year, October through September
<b>Maximum Length of Time for Exhibit:</b>	One (1) month



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	Pleasant Hill Library
<b>Address:</b>	1750 Oak Park Boulevard, Pleasant Hill, CA 94523
<b>Telephone Number:</b>	(925) 646-6434
<b>DISPLAY/POSTING</b>	
<b>Available Space:</b>	
1. Job announcements ONLY in business section of Baldwin Room	
<b>Maximum Time Before Event Posted:</b>	Two (2) months
<b>Maximum length of time information posted:</b>	One (1) month
<b>Maximum Size:</b>	16' x 20'
<b>DISTRIBUTION</b>	
<b>Available Space:</b>	
1. Counter top; 20 ½" x 15'	
2. Display rack; 10 ½" x 30"	
<b>Maximum Size:</b>	11" x 14"
<b>Maximum Number:</b>	Depends on popularity of item
<b>Maximum Length of Time Kept:</b>	One (1) month
<b>Folder of Community Newsletters:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>DISPLAY AREA AVAILABLE</b>	
1. <b>Lobby Display Case</b>	<b>LOCK</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No A wall case; 36" High x 58 ½" Wide x 14" Deep; three (3) adjustable shelves, 30" x 10"
2. <b>Art Display Walls</b>	<b>LOCK</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Behind Circulation Desk; three (3) bulletin board panels 96" x 48" each, one vertical, two horizontal Along corridor wall in Reference Room; four (4) sections of wall, 4' 9" Wide, 10' x 4" Wide, 6' 10 ½" Wide and 16" x 9" Wide; all 8 ½' High
3. <b>Lockhart Case (Children's Area)</b>	<b>LOCK</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Reserved for displays of interest to children preschool through 6 <sup>th</sup> grade. Book through children's department.
<b>Advance Booking Time:</b>	
At least one month, but no more than one year in advance. (Restriction on use of cases #1 & #2 only: No one group may book space in cases more frequently than once every 24 months.	
<b>Maximum Length of Time for Exhibit:</b>	One (1) month





## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	Rodeo Library
<b>Address:</b>	220 Pacific Avenue, Rodeo, CA 94572
<b>Telephone Number:</b>	(510) 799-2606
<b>DISPLAY/POSTING</b>	<b>No Space Available</b>
<b>Available Space:</b>	
<b>Maximum Time Before Event Posted:</b>	
<b>Maximum length of time information posted:</b>	
<b>Maximum Size:</b>	
<b>DISTRIBUTION</b>	<b>No Area Available</b>
<b>Available Space:</b>	
<b>Maximum Size:</b>	
<b>Maximum Number:</b>	
<b>Maximum Length of Time Kept:</b>	
<b>Folder of Community Newsletters:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>DISPLAY AREA AVAILABLE</b>	<b>No Area Available</b>
<b>Advance Booking Time:</b>	
<b>Maximum Length of Time for Exhibit:</b>	



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	San Pablo Library		
<b>Address:</b>	2300 El Portal Drive, Suite D, San Pablo, CA 94806		
<b>Telephone Number:</b>	(510) 374-3998		
<b>DISPLAY/POSTING</b>			
<b>Available Space:</b>			
1. One (1) bulletin board in lobby; 36" x 48"			
2. Front door and adjacent glass panels in lobby			
<b>Maximum Time Before Event Posted:</b>	None		
<b>Maximum length of time information posted:</b>	Until time of event has passed Undated material: depends on popularity of item		
<b>Maximum Size:</b>	8 ½" x 14"		
<b>DISTRIBUTION</b> (materials left without permission of the library are subject to recycle)			
<b>Available Space:</b>	None		
<b>Maximum Size:</b>	None		
<b>Maximum Number:</b>	Depends on popularity of item		
<b>Maximum Length of Time Kept:</b>	Until date of event has passed Undated material: no limit		
<b>Folder of Community Newsletters:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
<b>DISPLAY AREA AVAILABLE</b>			
1. Display wall	<b>LOCK</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2. Wall mounted	<b>LOCK</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Advance Booking Time:</b>			
<b>Maximum Length of Time for Exhibit:</b>			



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	San Ramon Library
<b>Address:</b>	100 Montgomery Street, San Ramon, CA 94583
<b>Telephone Number:</b>	(925) 973-2850
<b>DISPLAY/POSTING</b>	
<b>Available Space:</b>	
1. Shelving area in lobby	
2. Two (2) Kiosks approximately 2' x 4' on each side	
3. Two (2) stands with pockets	
<b>Maximum Time Before Event Posted:</b>	Six (6) weeks
<b>Maximum length of time information posted:</b>	Until time of event has passed Undated material: As interest warrants
<b>Maximum Size:</b>	11" x 18"
<b>DISTRIBUTION</b>	
<b>Available Space:</b>	
1. Designated shelving in lobby area	
2. Stand with 28 pockets in lobby area	
<b>Maximum Size:</b>	Shelf space: 8 ½" x 11" unless prior approval received Rotating stand: 8 ½" x 14"
<b>Maximum Number:</b>	Determined by interests of community
<b>Maximum Length of Time Kept:</b>	Until date of event has passed Undated material: As appropriate
<b>Folder of Community Newsletters:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>DISPLAY AREA AVAILABLE</b>	
1. Wall unit; 6' Long x 11" Deep x 3' High; one (1) adjustable shelf shaped like parallelogram <b>LOCK</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1. Free standing 45" Long x 25" Deep x 17" High; top opens; no shelf; sides and top are glass. Can be viewed from all sides. <b>LOCK</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Advance Booking Time:</b>	Display case may be booked at least (1) month, but no more than one (1) year in advance. Maximum of one booking per year, per exhibitor.
<b>Maximum Length of Time for Exhibit:</b>	One (1) month



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	Walnut Creek
<b>Address:</b>	1644 N. Broadway, Walnut Creek, CA 94596
<b>Telephone Number:</b>	(925) 977-3340
<b>DISPLAY/POSTING</b>	
<b>Available Space:</b>	
1. 1st floor community area by south /park entrance.	
<b>Maximum Time Before Event Posted:</b>	One (1) month
<b>Maximum length of time information posted:</b>	Until date of event has passed Undated material – one (1) month
<b>Maximum Size:</b>	must fit in available space.
<b>DISTRIBUTION</b>	
<b>Available Space:</b> 1st floor community area by south/park entrance.	
<b>Maximum Size:</b> must fit in available space	
<b>Maximum Number:</b>	None
<b>Maximum Length of Time Kept:</b> 1 month	
<b>Folder of Community Newsletters:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>DISPLAY AREA AVAILABLE</b>	
1. Community Art Gallery <b>LOCK</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Visit <a href="http://bedfordgallery.org/exhibitions/cag.shtml">http://bedfordgallery.org/exhibitions/cag.shtml</a> to apply to exhibit.	
<b>Advance Booking Time:</b>	As listed Bedford Gallery website



## RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

<b>Name of Library:</b>	Ygnacio Valley Library		
<b>Address:</b>	2661 Oak Grove Road, Walnut Creek, CA 94598		
<b>Telephone Number:</b>	(925) 938-1481		
<b>DISPLAY/POSTING</b>			
<b>Available Space:</b>			
1. One (1) free standing kiosk			
2. Wall area 6' x 7'			
<b>Maximum Time Before Event Posted:</b>	One (1) month		
<b>Maximum length of time information posted:</b>	Until date of event has passed Undated material: One (1) month		
<b>Maximum Size:</b>	Fit on space available		
<b>DISTRIBUTION</b>			
<b>Available Space:</b>			
1. 8 ½'W Slat wall and cubbyhole area			
<b>Maximum Size:</b>	Fit on space available		
<b>Maximum Number:</b>	Space available		
<b>Maximum Length of Time Kept:</b>	Until expired or date of event has passed		
<b>Folder of Community Newsletters:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
<b>DISPLAY AREA AVAILABLE</b>			
1. One (1) glass case, 51" x 65"	<b>LOCK</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2. Art display wall space in Children's Area	<b>LOCK</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
52"W x 22"H. All artwork must hang from hangers provided by the library. Title cards and contact information should not include prices and should attach to wall without creating a hole or mark. Artwork should be appropriate for all ages.			
<b>Advance Booking Time:</b>	Up to one (1) year		
<b>Maximum Length of Time for Exhibit:</b>	One (1) month		